

ODP-1982-77

20 OCT 1977

MEMORANDUM FOR: Acting Deputy Director for
Administration

FROM : Clifford D. May, Jr.
Director of Data Processing

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SUBJECT : 12-Month Report [REDACTED]

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1. During [REDACTED] tour with ODP he has been assigned as Chief, C Division in Applications. Applications is responsible for the software development of computer systems within the CIA. This includes all the steps in the life cycle of a computer system; i.e., analysis, design, programming, testing and maintenance. The major focus in C Division is support of DDA Applications. [REDACTED] is responsible for 39 employees and approximately 40 separate projects. The development time for the projects ranges from one month to over 18 man years.

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2. [REDACTED] has provided strong leadership to his Division during the past 12 months. In addition to the normal difficulties of any new job, both the Division Chief and Deputy Chief had departed C Division when [REDACTED] arrived in ODP. [REDACTED] quickly took charge of the situation, and gave strong technical and managerial direction. He rapidly sized up the skills of his people and the difficulties of the tasks they had to accomplish. This was particularly evident in the development of the new Agency personnel system (PERSIGN). This project called for a large design and programming effort over a two-year period. He has effectively distributed his analysts and programmers in their proper roles and consequently the project is on the road to successful completion.

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3. It is my opinion that his users in DDA have been served well under [REDACTED] leadership. He has successfully negotiated priorities and schedules with his customers and has kept in communication with them when changes had to be made.

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4. [REDACTED] has earned the respect of the employees in his Division. I do not believe there is any feeling by his employees that they are represented by an "outsider" on personnel matters and career board actions. [REDACTED] is an effective and articulate member of the career board, who represents his people in a fair and equitable way. [REDACTED] came to ODP with solid managerial credentials and he has given the career board a new perspective on many issues that are discussed. He has questioned the effectiveness of long standing policies and has stimulated fresh and objective discussions.

5. During his tour in ODP, [REDACTED] has developed a good appreciation for when and how to use the capabilities of a computer effectively. I believe that this is a critical skill that can be utilized at various management levels throughout the DDA. I feel confident that [REDACTED] will be able to use this new set of skills when he returns to the Office of Logistics.

[REDACTED]

Clifford D. May, Jr.

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